

**SECRET**  
Classification

REPORTS INVENTORY <span style="float: right;">25X1</span>					CONTROL NO.	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.)  <b>Report of Activities -</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>					2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING</div></div>	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS <input checked="" type="checkbox"/> MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly		6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc) Dispatch		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div>YES <input checked="" type="checkbox"/> NO</div>IF YES GIVE ADP PROCESSING NO.</div>		9. DIRECTIVE AUTHORITY REQUIRING REPORT  Director of Security		
10. PREPARING COMPONENT (include lowest level contributing information to report)  Security Officer. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  None		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X
GS-13	\$8.06		8		\$64.48	4
GS-05	3.15		4		12.60	4
						\$257.92
						50.40
						\$308.32
B. COSTS OF COMPUTER PRODUCED REPORTS						
N/A/						
TOTAL COSTS PER YEAR						\$308.32
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  To keep the Director of Security apprised of the activities of Security Careerists detailed to serve as security officers at overseas facilities. This reporting began in 1957 on a monthly basis and was recycled to a quarterly basis in November 1968.  <div style="text-align: right; border: 1px solid black; padding: 2px;">MORI/CDF</div>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <span style="margin-left: 20px;"><input type="checkbox"/> OTHER (explain)</span>					MAN-HOURS	
<input type="checkbox"/> CHANGE					0	
<input type="checkbox"/> DISCONTINUE					DOLLARS	
					0	
16. DATE OF INVENTORY  2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> SA/DD/PTOS/OS				18. EXTENSION  <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span>